Manual Timecard

Employee name	Employee Number
Pay period starting	Pay period ending

Mon		In
		Out
		In
		Out
Tue		In
		Out
		In
		Out
Wed		In
		Out
		In
		Out
Thu		In
		Out
		In
		Out
Fri		In
		Out
		In
		Out
Sat		In
		Out
		In
		Out
Sun		In
		Out
		In
		Out

Total:

Employee's signature	Supervisor's signature

Manual Timecard

Employee name	Employee Number
Pay period starting	Pay period ending

Mon		In
		Out
		In
		Out
Tue		In
		Out
		In
		Out
Wed		In
		Out
		In
		Out
Thu		In
		Out
		In
		Out
Fri		In
		Out
		In
		Out
Sat		In
		Out
		In
		Out
Sun		In
		Out
		In
		Out

Total:

Employee's signature	Supervisor's signature

Manual Timecard

Employee name	Employee Number
Pay period starting	Pay period ending

Mon		In
		Out
		In
		Out
Tue		In
		Out
		In
		Out
Wed		In
		Out
		In
		Out
Thu		In
		Out
		In
		Out
Fri		In
		Out
		In
		Out
Sat		In
		Out
		In
		Out
Sun		In
		Out
		In
		Out

Total:

Employee's signature	Supervisor's signature

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